REQUEST FOR USE FORM  
Spoon River College - Havana Center

This form is required for anyone interested in using the Havana Center. 
Space at the Center is not officially reserved until a contract is returned to you for signature.

Title of Event: (For your welcome sign):______________________________________________________________

Purpose of Event: (Meeting/Fundraiser/Training/etc.)____________________________________________________

Event Date:______________________________________________________________________________________

Setup and Arrival Time:  
Event begins at:_________________________________________ Event concludes at:____________________________
Arrival time for setup:________________________ Depart time after cleanup:_______________________________

Person Responsible:________________________________________________________________________________

Organization:____________________________________________________________________________________
Address___________________________________________________________
City / State / Zip______________________________
Phone_________________________ Fax____________
Email______________________________

Are you a SRC Employee? _____ Yes _____ No

Rooms Requested: Please check all those that apply.

___Full Facility (Includes all of the below)
___Computer Lab 115 (Seats 24 at computers)
___Computer Lab 116 (Seats 24 at computers)
___Classroom 101 (Seats 24)
___Classroom 102 (Seats 24)
___Classroom 104 (Seats 24)

Food Service: Food and beverages may be allowed in the Classrooms, but are NOT allowed in the Computer Labs.

Participation:
How many people are anticipated at your event? ________________
Will your participants be charged a fee? ________________
Who will be taking the registrations/reservations? ________________

AV/Technology Needs:
Computer Labs and Classrooms are equipped with Smart Room technology which includes an LCD projector, computer station, internet, sound system, VHS/DVD player, and white screen. This technology is included with room fees at no additional charge. Presenters must bring their presentations on a Flash/Thumb Drive or CD if utilizing SRC technology. Please check one of the below.

_____I plan to use the Centers technology.
_____I will NOT be needing technology.
_____I will bring my own laptop. (Must be VGA compatible)

Please list additional information, requests or concerns here:__________________________________________________________________________________________

Please Complete and Return:
By mail: Spoon River College, Havana Center,  
Attn: Stephanie Howerter  
324 E. Randolph, Havana, IL 62644
By email: stephanie.howerter@src.edu
By fax: 309-543-4556  
For questions call: 309-543-4413

Basic Pricing Guide:
Classroom: $30 for 4 hours or $60 for 8 hours
Computer Lab: $35 for 4 hours or $70 for 8 hours
Full Facility: $150 for 4 hours or $300 for 8 hours
(Once we receive this form we will then create a price quote for you.)

Thank you for your interest in using the Spoon River College Havana Center. Someone will be in touch with you soon.

Form updated: 02/01/2017